

UNIVERSITY OF TORONTO

UNIVERSITY EXTENSION



1957

1958

BUSINESS AND INDUSTRY COURSES

evening classes

UNIVERSITY OF TORONTO
UNIVERSITY EXTENSION

Application for Evening Classes
Business and Industry Courses

I make application for enrolment in the Course indicated below. I understand that no refund is made after the second lecture in any Course.

(COURSE)

The applicant is required to make out a separate application for each Course, and send in a separate cheque, made out to University of Toronto.

Name (Mr.)
(Mrs.)
(Miss) (Please Print and underline surname)

Address

City Postal Zone No.

Telephone: Home Bus.

Firm Name

Business Address

Present Position

Date Fee \$

FOR
DEPARTMENTAL USE
ONLY

Card No.

C.A.

(Cheques should be made payable
to UNIVERSITY OF TORONTO,
at par Toronto)

Cash

Pers. cheque

Firm cheque

(Signature)

Any Course may be cancelled if there is insufficient enrolment. Fee is refunded in case of cancellation of Course or applicant may apply fee to another Course if application is made for transfer. (Please see booklet for details.)



UNIVERSITY of TORONTO
UNIVERSITY EXTENSION

session 1957-58

BUSINESS and
INDUSTRY
COURSES

UNIVERSITY OF TORONTO

President SIDNEY E. SMITH,
Q.C., M.A., LL.B., LL.D., D.C.L., F.R.S.C.

Executive Assistant to the President
MURRAY G. ROSS, B.A., M.A., Ed.D.

Registrar J. C. EVANS, B.A.

Librarian R. H. BLACKBURN, M.A., B.L.S., M.S.

Director of University Extension . . J. R. COULTER, B.A.

Warden of Hart House J. McCULLEY, M.A.

DEPARTMENT OF UNIVERSITY EXTENSION

Director J. R. COULTER, B.A.

Assistant Director P. H. GUTTMAN

Assistant Director . . . B. N. HONEYFORD, B.A., Ph.D.

Assistant Director W. R. J. KIRK, M.A.

Assistant Director DOROTHY MILNER

Secretary MARGARET PRATT, B.A.

Assistant, General Course
(Department of Extension) . . ANITA H. SHEARER, B.A.

Assistant, Evening Classes HELEN G. DENNE

Assistant, Business and
Industry Courses JESSIE L. HARWOOD

Assistant, Correspondence Courses
MARGUERITE M. MITCHELL

Assistant, Accounts GERTRUDE F. PEARCE

GENERAL INFORMATION

Registration:

Students may enrol by mail or by visiting the Department at 65 St. George Street, Room 108, after September 1st between 9 A.M. and 5 P.M. except Saturdays. Evening registration will be held in the Wallberg Building (corner of St. George and College Streets) on the following evenings.

Thursday	—	September 12th,	7.30–9 P.M.
Tuesday	—	September 17th,	7.30–9 P.M.
Thursday	—	September 19th,	7.30–9 P.M.
Tuesday	—	September 24th,	7.30–9 P.M.
Thursday	—	September 26th,	7.30–9 P.M.
Tuesday	—	October 1st,	7.30–9 P.M.

Fees are payable in advance and cheques should be made payable to **UNIVERSITY OF TORONTO** at par in Toronto. Applicants should use the forms provided with this brochure (or they may be obtained by request) and should forward them with fees during September. The enrolment fee is given with each course, and enrolment in each course should be covered by a separate application and cheque for that course, sent to University Extension, University of Toronto, 65 St. George Street.

Admit-to-Lecture Cards:

When a student enrolls in a course he will receive a numbered receipt which is his admit-to-lecture card. This card must be shown at each lecture, before entering the classroom.

Single Lectures:

On courses which have a limited enrolment no single fees will be sold to occasional students who wish to attend an individual lecture. On other courses single fees for an evening lecture will be accepted if the enrolment has not been closed.

Course Enrolment:

The number who may be enrolled in most classes is limited, and applications are accepted according to the date they are received at University Extension. When the maximum enrolment has been reached no more applications will be accepted. No class is organized until the Department has received and accepted the required number of applications.

Certificates:

In general, there are no academic entrance requirements and the classes do not lead to any examination, diploma or degree.

Refunds and Withdrawals:

The office must be notified in writing or in person of a student's withdrawal and of the reason for his withdrawal. A student is held responsible for all courses in which he registers unless he officially withdraws. Merely ceasing to attend class does not constitute official withdrawal. Refunds may be made only if they are requested before the third lecture of the course is given. **REQUESTS FOR REFUND MUST BE ACCOMPANIED BY ADMIT-TO-LECTURE CARD.** Allowances cannot be made for a change of personal plans or for additional commitments which a student may accept after arranging his course schedule. For additional information please refer to inside back cover.

PROGRAMME

MONDAYS

	Begins	Fee
Accounting—Financial Statements	Oct. 7	\$30.00
Advanced Business Communications (Oral)	Oct. 7	20.00
Appraisal of Real Estate II	Oct. 7	30.00
Elements of Economics	Oct. 21	25.00
Industrial Engineering and Industrial Relations	Oct. 7	
Industrial Organization and Planning	Oct. 7	
Major Industries of Canada	Oct. 7	15.00
Money, Banking and Finance	Oct. 21	25.00
Quality Control	Oct. 7	40.00
Salesmanship Management (Fall)	Oct. 7	25.00

WEDNESDAYS

	Begins	Fee
Business Communications, Oral (Fall)	Oct. 9	\$15.00
Business Communications, Oral (Spring)	Jan. 8	15.00
Business Communications, Written (Fall)	Oct. 9	15.00
Business Communications, Written (Spring)	Jan. 8	15.00
Business Taxation	Oct. 23	25.00
Cost Analysis and Financial Control	Oct. 9	30.00
Motion and Time Study	Oct. 23	25.00
Municipal Government	Oct. 23	25.00
Personnel Administration—Introductory	Oct. 23	25.00
Personnel Administration—Training	Oct. 23	25.00
Physical Chemistry	Oct. 9	30.00
Lighting Fundamentals	Jan.	15.00
Investment in Securities	Oct. 2	16.00

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TUESDAYS

	Begins	Fee
Construction Management	Oct. 8	\$20.00
Food in Industry	Oct. 8	30.00
Industrial and Business Administration I	Oct. 22	30.00
Industrial and Business Administration II	Oct. 22	35.00
Internal Auditing (Introductory)	Oct. 8	15.00
Internal Auditing (Advanced)	Jan. 7	15.00
Office Management (Fall)	Oct. 8	15.00
Office Management (Spring)	Jan. 7	15.00
Physical Metallurgy	Oct. 8	15.00
Purchasing	Oct. 22	25.00

THURSDAYS

	Begins	Fee
Accounting—Introductory	Oct. 10	\$30.00
Advertising	Oct. 10	30.00
Appraisal Real Estate I	Oct. 10	30.00
Business Law	Oct. 10	30.00
Engineering Techniques for Digital Computers	Oct. 10	35.00
High Speed Data Processing	Oct. 10	35.00
Industrial Management	Oct. 10	30.00
Marketing	Oct. 24	25.00
Personnel Administration— The Business Community	Oct. 24	25.00
Personnel Administration— Labour Relations	Oct. 24	25.00
Programming for Digital Computers	Oct. 10	75.00

DESCRIPTION of COURSES

INTRODUCTORY ACCOUNTING

Thursdays

20 Lectures

This Accounting Course of introductory basic principles and practices will cover the practical techniques of recording, classifying and summarizing in significant manner the events and transactions of commercial activity.

It is intended for persons who have no formal training in accounting but who would be interested in acquiring a knowledge of keeping records, preparing and interpreting financial statements, etc. As part of this lecture-discussion Course, students will be expected to do some reading and practical exercises. Enrolment limited to 50.

Lecturer: Leonard R. Rosenberg, B.Com., C.A.

Room 202, Mechanical Building.

Fee: \$30.00

Commencing Thursday, October 10th, 7.30 p.m.

ADVERTISING

Thursdays

22 lectures

The Advertising and Sales Club of Toronto sponsors this concentrated presentation of advertising principles and techniques as used in modern business. It is a practical Course designed for (1) young men and women now employed in advertising who desire to increase their all-round knowledge and enhance their value to employers, (2) business men whose firms do not maintain a separate advertising department, (3) those wishing to prepare themselves for a definite career in advertising and (4) those who wish to learn how to use advertising for their own purposes.

Course Director: J. M. Bowman

Senior Account Supervisor,
Member Marketing Plans Board,
Walsh Advertising Co. Ltd.

Assistant Director: John A. M. Galilee, Manager,
Controlled Circulation Audit Bureau.

Room 135, McLennan Laboratory.

Fee: \$30.00.

Commencing Thursday, October 10th, 7.30 p.m.

ANALYSIS AND INTERPRETATION OF FINANCIAL STATEMENTS

Mondays

20 sessions

The Course is intended for students who wish to obtain a broader and deeper knowledge of the function of accounting as related to the understanding and interpretation of financial statements. Exercise material will be used throughout the Course and interpretive skills developed in analyzing typical company reports. Of particular interest to young executives, stress will be laid on the role accounting plays in communicating financial material to our community to-day.

Only students who have a general understanding of most phases of accounting, have had an introductory course and at least three years accounting experience, may apply. Details about these requirements must be stated briefly on the back of the application. Enrolment limited to 50.

Lecturer: K. H. C. Laundy, B.Com., C.A.

Clarkson, Gordon & Co.

Room 2035, Wallberg Building.

Fee: \$30.00.

Commencing Monday, October 7th, 7.30 p.m.

APPRAISAL OF REAL ESTATE I AND II

Thursdays—I

Mondays—II

Arranged to assist professionally those persons interested in, or associated with real estate, these Courses are sponsored by the Toronto Chapters of the Appraisal Institute of Canada and the Society of Residential Appraisers and the Toronto Real Estate Board.

Appraisal of Real Estate I.—This series of lectures and demonstrations has been planned to assist anyone—layman, realtor, mortgage lender, or appraiser to acquire a better understanding of the problems underlying this topic.

Room 254, Mechanical Building.

Thursdays, 7.30 p.m., commencing October 10th. **20 lectures**

Fee: \$30.00.

Appraisal of Real Estate II.—The purpose of this Course will be to develop in a practical manner the theories and techniques covered in Course I. Emphasis will be placed on discussion as Course I material is reviewed, practical problems are solved, individual properties are analysed and appraisal reports are prepared.

Room 414, Mechanical Building.

Mondays, 7.30 p.m., commencing October 7th. **20 lectures**

Fee: To be announced.

BUSINESS COMMUNICATIONS—ORAL

Wednesdays

10 sessions

Business and labour leaders agree: "Misunderstanding and distrust caused by a lack of effective communication are among the greatest problems of our modern business world." Studies reveal an increasing emphasis on oral communication in order to pass along information and solve problems.

This short Course will help the student to see and hear himself as others in business do. Easy audibility, clear thinking and speaking, attentive listening, and colourful expression are the goals in this Course. Enrolment limited to 35.

Instructor: **Mrs. Helen Tucker, A.B., A.R.C.T.**

Consultant and Instructor in Oral Communications.

Room 104, School of Nursing Building.

Fee: \$15.00. Two Courses. Commencing Wednesday, October 9th, and January 8th, 7.30 p.m.

BUSINESS COMMUNICATIONS— ORAL ADVANCED

Mondays

10 sessions

This special Course is open only to students who have been enrolled in Mrs. Tucker's classes during the last four academic sessions in either the Fall or Spring Term. Enrolment will be limited to the first 25 applications received for either the Fall or Spring Course.

There will be an opportunity for maximum participation through discussion and concentrated practise. Content will be given at an advanced level in areas previously covered and in some new ones.

Instructor: **Mrs. Helen Tucker, A.B., A.R.C.T.**

Consultant and Instructor in Oral Communications.

Room 219, School of Nursing Building.

Fee: \$20.00. Two Courses. Commencing Monday, October 7th, and January 8th, 7.30 p.m.

BUSINESS COMMUNICATIONS—WRITTEN

Wednesdays

10 sessions

This Course is designed to offer participants an opportunity to develop their effectiveness in written expression through discussion and practice in the writing of letters and reports. The programme will be planned with the interests and experience of the group in mind. In order to provide the greatest possible amount of individual analysis and assistance, home assignments will be given when necessary. Enrolment limited to 35.

Instructor: Angus M. Dixon, M.A.

Room 414, Mechanical Building.

Fee: \$15.00. Two Courses. Commencing Wednesday, October 9th, and January 8th, 7.30 p.m.

BUSINESS LAW

Thursdays

20 lectures

The lectures in this Course will be aimed at counselling the average business man. Included in the topics which will be dealt with are:— Buying and selling real estate; Collection of debts; Elementary taxation problems; Municipal laws and business; Types of business enterprises and ways of financing them; Corporation law, including manner of incorporation, organization, share structure, duties of directors; and several others.

The Course is designed to be practical and informative but not a substitute for legal advice. Students will be given sources of information and projects will be assigned to them. Enrolment limited to 50.

**Lecturer: I. H. Smith, B.A., Barrister-at-Law,
Brown and Smith.**

Room 116, Wallberg Building.

Fee: \$30.00.

Commencing Thursday, October 10th, 7.30 p.m.

BUSINESS TAXATION

Wednesdays

16 lectures

Often tax law will determine whether or not a business venture is feasible. Often the tax law itself creates business opportunities. This course is designed to give the executive an understanding of those aspects of taxation which will frequently confront him when making business decisions. The taxation problems arising upon the winding up of a business, amalgamation, depreciation policy, sales tax, are typical of the items which will be covered.

The general plan will be to outline the relevant tax regulations covering a given topic, to give illustrative examples and to discuss the implications of the regulations. In addition to acquiring an appreciation of existing tax law, it is intended that the executive will become familiar with the sources of information covering present and future regulations. Enrolment is limited to 50.

**Lecturer: J. R. Hutchinson, B.Com., C.A.
Wood, Gundy and Co.**

Room 116, Wallberg Building.

Fee: \$25.00.

Commencing Wednesday, October 23rd, 7.30 p.m.

CANADA'S MAJOR INDUSTRIES

Mondays

10 lectures

The initial class period will be devoted to defining and discussing primary and secondary industries, to summarizing and comparing the general characteristics of each industry to

be studied. In each of the nine succeeding two-hour sessions, one major industry will be studied, a lecture being given on its importance, past progress, raw materials, major products, manufacturing methods, marketing, research and growth possibilities. An outstanding guest speaker will discuss in detail certain aspects of the industry in which he is employed. A film, showing production methods and problems will follow, to give students the "feel" of the industry. General discussion and questions will conclude each session. It is hoped that this course will make students more aware of Canada's industrial greatness. The industries are: Pulp and Paper; Oil and Natural Gas; Metals; Industrial Minerals; Chemical and Petrochemical; Electrical Power; Construction; Aviation; Automotive.

Course Director: **Glenn H. Curtis, B.A.Sc., M.B.A.**
Stone and Webster Canada Limited.

Room 254, Mechanical Building.

Fee: \$15.00.

Commencing Monday, October 7th, 7.30 p.m.

CONSTRUCTION MANAGEMENT

Tuesdays

10 lectures

Offered in co-operation with the Toronto Builders Exchange, this fifth year Course has been organized and co-ordinated to assist through serious study young executives in the construction industry. The topics which will be dealt with are:—Work Measurement, Financing the Construction Project and Managing Large Projects.

Because of the emphasis which will be placed on discussion and meeting the interests of the class, enrolment will be limited to 60. Applications will be accepted according to the date they are received at University Extension.

Course Director: **R. W. Teagle, Chief Engineer,**
Teagle & Son.

Room 254, Mechanical Building.

Fee: \$15.00.

Commencing Tuesday, October 8th, 8.00 p.m.

COST ANALYSIS AND FINANCIAL CONTROL **(Measurement and Control of Profit)**

Wednesdays

20 lectures

The measurement of profit is in direct subjection to the precise interpretation and valuation for the elements of which it is a function.

This Course is designed to make available, to present and potential key personnel, an understanding of management responsibilities relative to the principles of cost and expense accounting.

While ample time will be devoted to methods, a major portion of each lecture will develop techniques of the control and effective utilization of manufacturing and marketing facilities.

Lectures will include: Integration of Cost and Financial Accounting; Cost and Expense Elements; Cost Classifications; Cost Systems; Internal Controls for Profit Maximization; Standard Costs and Management by Exception; Budgets; Profit-volume Relationship; Intelligent Interpretation; Dynamic Presentation. Enrolment limited to 50.

Lecturer: **Herbert E. Green, R.I.A.**
Canadian Line Materials Limited.

Room 254, Mechanical Building.

Fee: \$30.00.

Commencing Wednesday, October 9th, 8 p.m.

ELEMENTS OF ECONOMICS

Mondays

16 sessions

This stimulating Course has been designed to meet the needs of young executives and others interested in Canada's economic past, present and future. Using the lecture-discussion method, these topics will be dealt with at length: the Pricing System; Monopoly and Competition; National Income and Economic Growth; Banking and Taxation; Monetary and Fiscal Policy; Labour Problems; Canada and the World Economy; Canadian-American Economic Relations; Comparative Economic Systems and Comparative Living Standards. Suggested reading will be given from time to time. Enrolment is limited to 50.

Lecturer: **H. I. Macdonald, B.Com., B.A., B.Phil.(Oxon.)**

Lecturer, Department of Political Economy,
Dean of Men, University College.

Room 116, Wallberg Building.

Fee: \$25.00.

Commencing Monday, October 21st, 7.30 p.m.

FOOD IN INDUSTRY

Tuesdays

20 lectures

This Course is offered in co-operation with the Food Brokers Association of Canada. Basic principles and procedures will be considered in order to develop standards of quality for those who are concerned with production, processing, merchandising and distribution of food.

During 20 lectures the following topics will be covered: Meats, Milk and Cheese, Fruits, Vegetables, Cereals, Frozen Foods, Canned Foods, Dehydrated Foods, Prepared Mixes and New Products.

Lecturer: **Miss Elizabeth Upton, B.A.,** Lecturer,
Department of Household Science,
University of Toronto.

Room 117, Household Science Building
(corner of Avenue Road and Bloor Street).

Fee: \$30.00.

Commencing Tuesday, October 8th, 7.30 p.m.

HIGH SPEED COMPUTERS AND DATA PROCESSING

Three Courses on electronic digital computers and high speed data processing are being offered in co-operation with the Computation Centre, University of Toronto, Dr. W. H. Watson, Director. Dr. C. C. Gotlieb, Chief Computer, and other University Staff will be in charge of the programme. All lectures and laboratory periods will be held Thursday evenings, commencing October 10th at 7.30 p.m. Programming for Digital Computers will be conducted in Room T402, Mechanical Building and the other two courses in McLennan Laboratory (Physics Building).

High Speed Data Processing—a general, introductory Course for those interested in learning about the principles and applications of data processing. No prerequisites are required.

Twenty lectures

Fee: \$35.00

Programming for Digital Computers—a laboratory Course on methods of actually using data processors for problems. It is assumed that those participating will already have had an introductory Course. Enrolment limited to 50.

Twenty lectures and laboratory periods

Fee: \$75.00

Engineering Techniques for Digital Computers—a specialized Course for those interested in the design and construction of equipment using computer techniques. It is expected that those enrolled will be University graduates or have had relevant engineering experience. Enrolment limited to 50.

Twenty lectures

Fee: \$35.00

INDUSTRIAL AND BUSINESS ADMINISTRATION I

Tuesdays

16 lectures

This Course covers the highlights of administrative organization and practice. It discusses each of the broader areas of production, marketing, accounting and finance, and general management. It outlines the part played by each of these in industrial organization and how each is integrated into the over-all corporate structure.

Designed as a refresher Course for Junior Executives, students should have a general knowledge of each area and some practical experience. Enrolment is limited to 50.

Course Director: W. A. Dimma, B.A.Sc.

Assistant to the President,

National Carbon Company,

Division of Union Carbide Canada Limited.

Room 123, Wallberg Building.

Fee: \$30.00.

Commencing Tuesday, October 22nd, 7.30 p.m.

INDUSTRIAL AND BUSINESS ADMINISTRATION II

Tuesdays

16 lectures

This series is arranged in co-operation with the Institute of Business Administration for those actively engaged in industrial and business administration. Graduates of any university or those with equivalent experience are eligible for enrolment. Enrolment is limited to 50 and applications are considered on the basis of the date of application and nature of experience of applicant.

Applications must be accompanied by a very brief outline of educational background and business experience.

Room 252, Mechanical Building.

Fee: \$35.00.

Commencing Tuesday, October 22nd, 7.30 p.m.

INDUSTRIAL MANAGEMENT

Thursdays

20 lectures

Recognizing the increasing interest of industry in scientific management, this Course has been developed to further the understanding of the principle and technique of Industrial Engineering. It will be of interest and assistance to persons exercising staff or line authority, or those preparing for such advancement. The relationship of Industrial Engineering to other branches of management is considered. The techniques of scientific management are explained and case problems will be considered to indicate their application. Enrolment is limited to 50.

Course Director: W. D. Davidson, B.A.Sc., M.Com.

Room 252, Mechanical Building.

Fee: \$30.00.

Commencing Thursday, October 10th, 7.30 p.m.

INTERNAL AUDITING

A—Basic Course

B—Advanced Course

Tuesdays

A & B Courses: 10 lectures each

Both Courses are sponsored by the Institute of Internal Auditors (Toronto Chapter) to meet the growing demand for greater understanding of Internal Auditing.

The Basic Course is designed for personnel requiring fundamental knowledge in internal auditing. The Advance Course is designed for those with good basic internal auditing training (or equivalent) but who are seeking advanced knowledge on a managerial level.

A Course Director & Lecturer: W. Tyler, A.C.I.S., A.C.W.A.
Chief Internal Auditor, Lever Brothers Limited.

A Course commences October 8th, 7.30 p.m. 10 lectures
Fee: \$15.00.

B Course Lecturers & Chairmen:
Members of the Institute of Internal Auditors.

B Course commences January 7th, 7.30 p.m. 10 lectures
Fee: \$15.00.

(For those wishing to enroll in both Courses the fee is \$25.00)

Room 116, Wallberg Building.

INVESTMENT IN SECURITIES

Wednesdays

11 lectures

This Course, which is offered in co-operation with the Education Committee of the Investment Dealers' Association of Canada, has been designed to give the uninitiated a working knowledge of investment principles and practices. It is suitable either for the person who knows little or nothing about investment or for the person who is already an investor and wishes to learn more about the subject. It describes the various types of securities available in Canada and discusses such topics as the development of an investment programme, the management of the investment portfolio and the interpretation and use of financial statements.

Room 102, Mechanical Building.

Fee: \$16.00.

Commencing Wednesday, October 2nd, 8 p.m.

LIGHTING FUNDAMENTALS

The Illuminating Engineering Society, Toronto Section, will sponsor this ten lecture series which is to be offered as a Spring Term Course commencing the second week in January. The lectures are being arranged co-operatively by the Society Executive and Professor V. L. Henderson, Department of Applied Physics, University of Toronto. There will be opportunity for discussion after each lecture and where possible, Course content will be demonstrated. Half the content will be concerned with the nature, measurement and production of light and related radiations by commercial light sources. The remaining half will deal with the use of standard lighting equipment in commercial and industrial applications.

Lecturers: To be announced.

Fee: \$15.00.

Evening, starting date and location to be announced.

MARKETING

Thursdays

16 sessions

Marketing plays a dynamic and vital role in modern business by co-ordinating all activities which are responsible for distributing goods from producer to consumer. This Course deals with each phase of marketing through a series of lectures, case discussions of actual marketing problems and guest speakers who are prominent marketing executives. This stimulating Course has a two-fold purpose—to outline basic marketing principles and practices and to develop an individual's ability in analysing marketing problems.

The 16 sessions are limited to an enrolment of 50.

Lecturer: G. H. Leonard, B.A., M.B.A.

The Canadian Bank of Commerce.

Room 1033, Wallberg Building.

Fee: \$25.00.

Commencing Thursday, October 24th, 7.30 p.m.

MONEY, BANKING AND FINANCE

Mondays

16 lectures

The purpose of this Course is to outline and discuss with the group the theory and practice of money, banking and the capital market generally, with specific reference to the Canadian environment. This will include central banking and monetary policy, fiscal policy, the function of the chartered banks and other financial institutions, the nature of economic instability and its implications for the capital market, the characteristics of the Canadian capital market and other related topics. Enrolment is limited to 50.

Lecturer: Dr. E. P. Newfeld

Department of Political Economy,
University of Toronto.

Room 101, School of Nursing Building.

Fee: \$25.00.

Commencing Monday, October 21st, 7.30 p.m.

MOTION AND TIME STUDY

Wednesdays

16 sessions

This Course is designed to explain to those not directly engaged in this type of work, the purpose and application of motion and time study. It is intended to provide an understanding of how to use these tools of management, what may be expected of the results and how the Methods Engineering group fits into the industrial organization. The Course will provide some of the fundamentals of the various techniques of work measurement, and the principles of motion economy, and their application with the use of charts. Supplementing the lectures, actual case discussions will be used and films will be shown. Enrolment is limited to 50.

Lecturer: To be announced.

Room 202, Mechanical Building.

Fee: \$25.00.

Commencing Wednesday, October 23rd, 7.30 p.m.

MUNICIPAL GOVERNMENT

Wednesdays

16 lectures

Of special interest to Municipal employees or to those who would like to know about the subject, this informative and worthwhile Course has been arranged by Controller F. J. Cornish, Q.C., in co-operation with Department of University Extension.

Leading authorities, both appointed and elected, will deal with the pressing problems and possible solutions in assessment and taxation, education, finance and planning. Also, some time will be spent on jurisdiction, mechanics, boards and commissions, municipal information and research, and "Metro". Enrolment is limited to 50.

Course Director: **Controller F. J. Cornish, Q.C.**

Room 123, Wallberg Building.

Fee: \$25.00.

Commencing Wednesday, October 23rd, 7.30 p.m.

OFFICE MANAGEMENT

Tuesdays

Two Courses 10 lectures each

The National Office Management Association, Toronto Branch, is sponsoring these two Courses through the Office Management Training Committee. There will be a Fall Course and a Spring Course of ten lecture-discussion periods in each. Topics and lectures will be announced in detail at a later date.

Enrolment will be limited to fifty in each class to insure maximum participation. Applicants will be accepted according to business position and date upon which applications are received at University Extension.

Fall Course—Commences October 8th, 7.30 p.m.

Fee: \$15.00. Room 2034, Wallberg Building.

Spring Course—Commences January 7th, 7.30 p.m.

Fee: \$15.00. Room 2034, Wallberg Building.

PERSONNEL ADMINISTRATION INTRODUCTORY

Wednesdays

16 sessions

Designed to provide an introduction to the basic concepts of this increasingly important management function, this Course will appeal to persons with a special interest but little formal training in personnel work. It will be helpful to those desiring to enter the field and for those whose work in small organizations includes personnel functions.

Enrolment is limited to 50. Applications will be considered on the basis of application date and present business position.

Course Director: **P. Y. Walmsley, M.A.**

Staff Assistant to Personnel Manager,
Orenda Engines Ltd.

Room 252, Mechanical Building.

Fee: \$25.00.

Commencing Wednesday, October 23rd, 7.30 p.m.

PERSONNEL ADMINISTRATION THE BUSINESS COMMUNITY

Thursdays

16 sessions

One way of looking at business and industry is as groups of people working together for economic purposes. In a sense, each work group is a separate community with its own way of life. What is acceptable behaviour in one group may not be acceptable in another; what works in one group may not work in another. The present Course is an attempt to investigate these industrial communities with a view to exploring the conditions under which people work best together; to high-light methods for using staff constructively and to gain some knowledge of how to cope with the human problems which commonly arise. The approach taken will combine principles and practice and will provide as much opportunity for discussion and creative thinking as circumstances allow. Since each member of the class will be expected to contribute

from his own experience, a willingness to participate actively is a basic qualification for the Course.

Students who are engaged in personnel administration, either in formal personnel departments or as part of their supervisory duties and also graduates of the Introductory Personnel Course, are welcome to enrol.

Enrolment is limited to 50 and applications must include a brief outline of educational background and business experience. These will be considered on the basis of date of application and present business position.

Course Director: **D. M. MacLeod, M.A.**

Personnel Officer (Comptroller's Branch),
Ontario Hydro.

Room 2035, Wallberg Building.

Fee: \$25.00.

Commencing Thursday, October 24th, 7.30 p.m.

PERSONNEL ADMINISTRATION LABOUR RELATIONS

Thursdays

16 sessions

This Course is designed for persons who are actually engaged in personnel administration either in formal personnel departments or as part of their supervisory duties and for graduates of the Course in Introductory Personnel Administration. The emphasis will be on developing an understanding of the problems and techniques involved in contract bargaining and contract administration.

Enrolment is limited to 50 and applications must include a brief outline of educational background and business experience. These will be considered on the basis of date of application and present business position.

Course Director: **H. A. D. Scott, B.A.**

Supervisor of Collective Agreements,
Allied Construction Council, Ontario Hydro.

Room 414, Mechanical Building.

Fee: \$25.00.

Commencing Thursday, October 24th, 7.30 p.m.

PERSONNEL ADMINISTRATION TRAINING PRINCIPLES AND PRACTICES PART "A"

Wednesdays

16 sessions

Of special interest to persons actually engaged in staff training, in personnel administration either in formal personnel departments or as part of their supervisory duties and for graduates of the Introductory Personnel Administration Course, University Extension takes pleasure in adding this series of lecture-discussion sessions to the other Personnel Administration Courses. Topics which will be considered are: Goals of training, assessing training needs, resources, techniques, representative training programmes, measuring training effectiveness, etc.

Students are reminded that the Part B of the Course will be offered during the 1958-59 session. Specialized Training programmes for supervision, sales, office, production, management development, etc., will comprise the 16 sessions.

Enrolment is limited to 50 and applications must include a brief outline of educational background and business experience. These will be considered on the basis of date of application and present position.

Course Director: **Philip Moate, M.B.A.,**

Assistant to Director, Personnel Development,
Canada Packers Limited

Room 101, School of Nursing Building
(corner of St. George and Russell Streets)

Fee: \$25.00.

Commencing Wednesday, October 23rd, 7.30 p.m.

PHYSICAL METALLURGY

Tuesdays

10 lectures

Sponsored by the American Society for Metals, this Course is a series of 10 lectures in which the fundamentals of the heat treatment of non-ferrous and ferrous materials will be discussed. Constant reference will be made to phase diagrams wherever possible. This will not be a complete discussion of the topics, but an attempt will be made to discuss first principles and to show how they may be applied to the more complex systems.

Lecturers: Professor W. C. Winegard, M.A.Sc., Ph.D.
Department of Metallurgy, University of Toronto.
Professor G. B. Craig, M.A.Sc., Ph.D.
Department of Metallurgy, University of Toronto.

Room 202, Mechanical Building.

Fee: \$15.00.

Commencing Tuesday, October 8th, 7.30 p.m.

PHYSICAL CHEMISTRY

Wednesdays

20 lectures

This Course, which is offered in co-operation with the Chemical Institute of Canada, Toronto Section, has been designed for graduate chemists and chemical engineers. It is a refresher course, and is one of the series sponsored by the Institute and given yearly. The programme of lectures has been arranged by a staff member of the Department of Chemistry, University of Toronto. Topics which will be covered are: Atomic Theory, Spectra, Thermodynamics, Gases, Liquids, Solids, Equilibria, and Kinetics.

Lecturer: Dr. J. C. Polanyi
Department of Chemistry,
University of Toronto.

Room 2034, Wallberg Building.

Fee: \$30.00.

Commencing Wednesday, October 9th, 7.30 p.m.

PURCHASING

Tuesdays

16 sessions

The Purchasing Agents' Association of Toronto sponsors this Course for the Special training of purchasing agents, their assistants and those interested in broadening their knowledge of the purchasing field. A new approach to this year's Course has been adopted. Approximately half the content will be concerned with more general topics such as economics, accounting and law, while the remaining half will deal with some of the specific administrative problems faced by a purchasing agent. Enrolment is limited to 50.

Course Director and Lecturers: To be announced.

Room 101, School of Nursing Building.

Fee: \$25.00.

Commencing Tuesday, October 22nd, 7.30 p.m.

QUALITY CONTROL

Mondays

20 lectures

The Toronto Quality Control Society sponsors this Course designed for people in industry who desire to learn about this valuable method and to apply it immediately to their own everyday operating problems. Emphasis will be placed upon the principles of building quality into the product by keeping the various steps of the process within control.

Requirements: High school or technical school education with a knowledge of elementary Algebra; familiarity with production and inspection systems of a manufacturing plant or industry. Enrolment is limited to 40.

Lecturer: R. A. Lucas

Project Manager of Quality Control,
International Business Machines Co., Ltd.

Room 202, Mechanical Building.

Fee: \$40.00 (includes text-books, note book and paper requisites).

Commencing Monday, October 7th, 7.30 p.m.

WORKSHOP IN SALES MANAGEMENT

Mondays

10 sessions

In place of the Salesmanship Courses previously offered, University Extension and the sponsoring organization, the Advertising and Sales Club of Toronto, take pleasure in announcing this workshop for the Fall Term. The workshop will be directed by the Education Committee of the Club.

Five of the ten sessions will be lectures by outstanding authorities in the Sales Management field on such topics as selection, training, marketing research, economics, etc. Lectures will be followed by general discussion and a case study will be distributed for small group discussion under skilled leadership the following week.

This workshop is open ONLY to persons in executive or supervisory sales positions who have had some formal training through Extension Courses, correspondence courses or their equivalent. Students are required to list these on the back of their application for enrolment. Enrolment is limited to 40.

Workshop Director: Ernest J. Fowler

International Business Machines Co., Ltd.

Room 104, School of Nursing Building
(corner St. George and Huron Streets).

Fee: \$25.00.

Commencing Monday, October 7th, 7.30 p.m.

SPECIAL LECTURE PROGRAMMES

conducted by UNIVERSITY EXTENSION for the

SOCIETY OF INDUSTRIAL AND COST ACCOUNTANTS

A four-year programme leading to the designation R.I.A., credits must be obtained in seven subjects and a thesis completed. Two subjects in each of the four years must be taken during a session. Lectures commence the first week of October with one lecture a week in each subject for ten weeks in the Fall term and twelve weeks in the Spring term. All information pertaining to education requirements, fees, registration and subjects should be obtained by writing to the

Secretary-Treasurer,
Society of Industrial and Cost Accountants,
31 Walnut Street, South,
Hamilton, Ontario.

and for the

**CANADIAN INDUSTRIAL MANAGEMENT
ASSOCIATION**

(Toronto Chapter)

A four-year programme of four sections leading to the designation C.I.M. Section I, Industrial Organization and Planning and Section II, Industrial Engineering and Industrial Relations will be offered during the 1957-58 session. Each Course will consist of 24 sessions. Information and special applications may be obtained by writing to:—

Executive Secretary
Canadian Industrial Management Association,
Box 19,
Toronto 18.

UNIVERSITY EXTENSION SERVICES

The Department of University Extension offers many other courses and services. Readers of this brochure are invited to ask about . . .

- (1) **GENERAL COURSE**, leading to the B.A. degree.
- (2) **EVENING COURSE IN BUSINESS**, leading to a Certificate. Providing instruction in the basic principles of modern business, this Course is designed for mature men and women in Business, Industry, and in the Civil Services who are in, or working toward, positions of responsibility. One or two of six subjects may be taken each year. Six are required for graduation.
- (3) **EVENING TUTORIAL CLASSES** provide cultural and non-technical courses for adults in the Metropolitan area of Toronto and the surrounding districts, as well as Special courses to meet the needs of professional and semi-professional groups. Through the medium of these courses, adults seeking self-improvement and cultural stimulation may attend lectures during the winter session in a wide variety of subjects.
Courses include: English, Economics, History, Languages, Canadian-American Politics, Philosophy, Social and Political Ideals of Today, Anthropology, Speech Arts, Ethics, Piano Classes for Adult Beginners, Nature Study, Music Appreciation, Creative Writing, Astronomy, Executive Development, History of Biology, Law and the Layman, and many other subjects.
- (4) **BUSINESS AND INDUSTRY COURSES** are announced in this brochure.
- (5) **CORRESPONDENCE COURSES** are conducted for The Canadian Association of Purchasing Agents, The Canadian Credit Institute, The Canadian Institute of Realtors, The Certified Public Accountants Association of Ontario, The Chartered Institute of Secretaries, The Institute of Chartered Life Underwriters of Canada, The Institute of Export, The Insurance Institute of Canada, The Society of Industrial and Cost Accountants, and The Association of Administrative Assistants.

INSTITUTE OF BUSINESS ADMINISTRATION

The Institute of Business Administration, a Department of the School of Graduate Studies, offers a graduate programme on a full-time and a part-time basis and an evening programme of advanced study in Business Administration.

For information write to the Secretary of the Institute of Business Administration, University of Toronto, 273 Bloor Street West, Toronto 5.

UNIVERSITY OF TORONTO

UNIVERSITY EXTENSION

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THE DIRECTOR

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Please send.....brochures and.....applications for the BUSINESS and
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INDUSTRY COURSES.

I am interested in the following Courses. Please send detailed Course programmes.

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Name.....

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Telephone: Business.....Residence.....

FILL IN THE ABOVE COUPON AND MAIL TO:

The Director,

University Extension,

University of Toronto,

Toronto 5

IF YOU ARE INTERESTED
USE THIS FORM

Location of Class Rooms

Business and Industry classes meet in the following buildings:

- ★ Mechanical Building—East side King's College Road. Second building from corner of College Street.
- ★ McLennan Laboratory (Physics Building)—West side King's College Road. Immediately north of lane to University Press and just north of College Street.
- ★ Wallberg Building—Corner of St. George and College Streets. Use west entrance.
- ★ School of Nursing Building—West side St. George Street at corner of Russell Street. Use Russell Street entrance.

Parking

Because of fire regulations, parking on the campus is restricted. There are several parking areas and side streets in the vicinity.

Telephone Service

- For general information on Business and Industry Courses, including requests for booklets, applications and detailed descriptive pamphlets, telephone

WA. 3-6611 Locals 304, 308, 526, 527.

- For special assistance telephone

WA. 3-6611 Mrs. J. L. Harwood Local 301 or
Mr. W. R. Kirk Local 307.



University Extension
65 St. George St.